



**DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURE**

SUBJECT: PARTIAL TUITION REIMBURSEMENT

Number: 07-1.02

Date: February 24, 2000

Page 1 of 6

Revised: July 19, 2006

AUTHORITY

Collective Bargaining/Labor Agreements

ISSUE

The Department of Environmental Quality (DEQ), as evidenced by its own vision and commitment statement, recognizes the value of education and the role that professional development plays in creating a fulfilled and productive work force. The DEQ also recognizes that it has limited financial resources given the ongoing need to reevaluate expenditures and trim costs because of the current operational constraints. To that end, it is important for the DEQ to have a policy to provide information about partial tuition reimbursement and establish guidelines that are consistent across the DEQ.

DEFINITIONS

None

POLICY

The DEQ sponsors a partial tuition reimbursement program for department employees who seek to further their education through job-related and department-related courses. Classes for which tuition reimbursement is approved shall be those that will enhance an employee's job or career within the DEQ.

All coursework is subject to department, bureau/division/office, and Office of Human Resources approval. Tuition will be reimbursed up to \$1,200.00 per fiscal year pending department or bureau/division/office allocated funds.

All applications/requests shall be processed on a first-come, first-served basis.

Applications/requests may be denied due to lack of funding. In such cases, applications/requests will be reconsidered if funding becomes available; however, they shall be limited to the fiscal year in which the request was originally submitted.

Employees who are requesting partial tuition reimbursement under this policy must disclose all educational benefits to include grants, payments, professional development funds, scholarships, stipends, or other forms of tuition reimbursement applied for or



DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURE

SUBJECT: PARTIAL TUITION REIMBURSEMENT

Number: 07-1.02

Date: February 24, 2000

Page 2 of 6

Revised: July 19, 2006

Policy Continued

received from any business(es), corporation(s), foundation(s), institution(s), partnership(s), and state or federal government, at the time reimbursement is requested. *Misrepresentation of monies received from other sources may result in corrective/disciplinary action, up to and including dismissal.*

Eligibility Requirements

Employees must refer to their respective collective bargaining/labor agreements for eligibility requirements. The terms and conditions outlined in this policy shall take effect if the collective bargaining/labor agreements are silent or when a collective bargaining/labor agreement does not apply, i.e., nonexclusively represented employees (NEREs).

Employees must have status (i.e., satisfactorily completed the initial probationary period) in a classified Civil Service position. See Civil Service Rule 3-6 by linking to: http://michigan.gov/mdcs/0,1607,7-147-6877_8155---,00.html.

Employees must occupy a permanent position (i.e., full-time classified, part-time classified, permanent-intermittent classified, or limited-term if the employee held a prior permanent position).

Employees receiving **full** tuition payments to include grants, professional development funds, scholarships, stipends, or other forms of tuition reimbursement are NOT eligible to participate in the DEQ's partial tuition reimbursement program.

Employees receiving **partial** payments to include grants, professional development funds, scholarships, stipends, or other forms of tuition reimbursement may be eligible for reimbursement of fifty percent (50%) of the remaining balance.

Eligible employees may enroll in courses at any accredited school, academy, college, university, trade or technical school, or any other institution licensed, authorized, or approved by the Michigan Department of Education.

Conferences, educational centers, workshops, or other training programs not otherwise accredited, licensed, authorized, or approved by the Michigan Department of Education shall not be eligible for reimbursement under this program.



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POLICY AND PROCEDURE**

SUBJECT: PARTIAL TUITION REIMBURSEMENT

Date: February 24, 2000

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Number: 07-1.02

Page 3 of 6

Policy Continued

Law, medical, dental, Ph.D., or doctoral degrees are **not** eligible for partial tuition reimbursement. However, employees may request partial tuition reimbursement for coursework relating to these areas with Bureau/Division/Office Chief approval if it can be substantiated that the coursework is directly related to the employee's current position.

Application Requirements

All applications/requests for partial tuition reimbursement must be received by the Office of Human Resources prior to the start of the course or within thirty (30) calendar days immediately following the start of the course(s).

Reimbursement shall not be paid for any part of admission/matriculation fees, registration fees, parking, or travel and subsistence, or apply to those employees receiving full grants, professional development funds, scholarships, stipends, or other forms of tuition reimbursement.

If an employee's application/request for partial tuition reimbursement is approved, the employee's assigned bureau/division or office will pay fifty percent (50%) of tuition reimbursement for up to two (2) courses per term or semester. Reimbursement is contingent upon whether the employee has applied for, or been requested by, any other source of funding and that she/he has not exceeded the maximum allotment established for the fiscal year.

An employee must submit the approved application, a copy of grades showing satisfactory completion (i.e., C (+/-) for all undergraduate courses and a B (+/-) for all graduate courses) of the course(s), and proof of the applicable course(s)/book/lab fees for final consideration before reimbursement can be made.

NOTE: The DEQ's fifty percent (50%) tuition reimbursement may include books and lab fees for NEREs; all other employees must refer to their collective bargaining/labor agreements to determine eligibility for book and lab fee reimbursement.



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POLICY AND PROCEDURE**

SUBJECT: PARTIAL TUITION REIMBURSEMENT

Date: February 24, 2000

Revised: July 19, 2006

Number: 07-1.02

Page 4 of 6

Policy Continued

PROCEDURE

Responsibility

Action

Employee

1. Completes and submits the Partial Tuition Application/Request Form, EQ-1021E, prior to the start of the course, or within thirty (30) calendar days immediately following the start of the course, and submits the form to their immediate supervisor.

Immediate Supervisor

2. Signs the form, indicates approved or denied, and the job or career relatedness of the course(s). Applications/requests for partial tuition reimbursement are then forwarded to the Bureau/Division/Office Chief.

Bureau/Division/Office Chief

3. Signs the form, indicates approved or denied, and explains the rationale for their decision. Applications/requests are then forwarded to the Office of Human Resources for review and/or further consideration.

Office of Human Resources

4. Reviews the application/request for compliance with eligibility requirements and then approves or denies the request. The employee is notified of the decision and is given instructions on how to obtain reimbursement (if applicable).

All applications/requests, whether approved or denied, necessitate a signature from the immediate supervisor, the Bureau/Division/Office Chief, and OHR (if appropriate). Employees whose



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POLICY AND PROCEDURE**

SUBJECT: PARTIAL TUITION REIMBURSEMENT

Date: February 24, 2000

Revised: July 19, 2006

Number: 07-1.02

Page 5 of 6

Policy Continued

applications/requests are denied by the immediate supervisor, Bureau/Division/Office Chief, or the Office of Human Resources may appeal the decision to the Human Resources Director or designee prior to implementing applicable grievance procedure(s). The Human Resources Director or designee will send a notice of the findings to the employee and all signing supervisors within thirty (30) calendar days of receipt.

Employee

5. Within ninety (90) days of satisfactory completion of the course(s), submits the approved application, a copy of grade(s), proof that she/he paid for the course(s) (i.e., receipt of tuition payment), and receipts for applicable book and lab fees to their immediate supervisor for final consideration before a fifty percent (50%) reimbursement payment can be made.

Immediate Supervisor

6. Reviews the receipts and grade report, then signs/initiates final approval of the tuition reimbursement payment by forwarding all documentation to the appropriate accounting staff within the bureau/division/office.

Bureau/Division/Office Accounting

7. Processes the tuition reimbursement payment for the qualified tuition expenses by way of a direct payment voucher, then provides the Office of Human Resources with written notice that payment has been made, to include the amount and date paid and all relevant/corresponding PCA and Index numbers.



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POLICY AND PROCEDURE**

SUBJECT: PARTIAL TUITION REIMBURSEMENT

Date: February 24, 2000

Revised: July 19, 2006

Number: 07-1.02

Page 6 of 6

Policy Continued

8. Processes all payments and maintains all related documentation.

Office of Human Resources

9. Maintains all partial tuition reimbursement requests.

Approved: _____

Date: _____

7-25-06